6 March 1961

MEMO TO: Chief, Records Management Staff

SUBJECT: Survey of Office of Security Index Card File

A. PROBLEM:

At present the Index cards are searched and filed by about 13 girls while another 6 girls help them and do other phases of the name check procedure. Over a million cards are in some 1.000 small "Safe-T-Stack" file drawers 4 to 6 high. Most of these drawers are over 10 years old and some have tipped over on occassions, endangering personnel and the Index itself. More efficient equipment and procedures are needed for the Index in the new building.

B. SPACE:

Proposed space in new building:

Total for Index Office is	35 x 65	or	2,275	sq.ft.
The Desk Area is	15 x 65	or	975	m.ft.
The Index Area is	20 x 65	or	1,225	mo.ft.
(less 5x15 closet)			*	*

C. NEED:

New file equipment is needed for the 1,200,000 cards which fill 11,800 inches (about 980 feet) of files in 1,022 drawers of files. Also provide for expansion to at least 1,300,000 cards, about 13,000 inches.

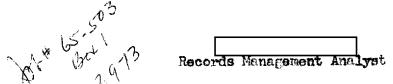
D. PIAN:

Before a final selection and layout of equipment can be made
I suggest a study of the work procedures of the Index Staff.

At present I feel a plan of Ten Work Stations would work better
than the current method of everyone searching and filing everywhere in the
Index. Each Work Station would handle about 10% of the Cards and Work Load.

E. EQUIPMENT:

Attached is a list of 16 different kinds of card filing equipment in three major catagories. Each is illustrated with details in the booklets also attached. These items are compared in general terms without detailed fractions or subtraction of the 10% discounts given on Federal purchases.



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2 3 4 5 CC . 7 DIRECT REPLY PREPARE REPLY ACTION RECOMMENDATION DISPATCH **APPROVAL** FILE RETURN COMMENT INFORMATION SIGNATURE CONCURRENCE Remarks: Joe: Attached is reply to memo requesting information on the Security Records Division. Vince's brief transmittal at the front of the report explains his many attachments which I'm sure will be very useful during any future study of SRD for ADP or mechanization installations. A copy of this compilation of information will be sent to Col. Edwards for use in his SED. Vince spoke with sometime ago about his Survey findings, however, please call if we FOLD HERE TO RETURN TO SENDER FROM: NAME, ADDRESS AND PHONE NO. DATE Approved For Release 2003 1/21 CIA-RDP70-00214 2016300 120064-9 Replaces Form 30-4 which may be used. FORM NO. 237 U. S. GOVERNMENT PRINTING OFFICE: 1955-O-342531

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